

DODGE COUNTY HUMAN SERVICES AND HEALTH DEPARTMENT
COMMISSION ON AGING AND DISABILITY SERVICES
BYLAWS

MISSION STATEMENT: *The goal of the Aging and Disability Resource Center of Dodge County is provide information, assistance, and advocacy for older adults and adults with disabilities; our missions is to link them with resources and services which help them live independently and with dignity.*



9/15/20

ARTICLE I

SECTION 1. NAME: The name of this organization shall be the Dodge County Human Services and Health Department, Commission on Aging and Disability Services, hereinafter referred to as the Commission.

SECTION 2. JURISDICTION: The geographic area included in the jurisdiction of the Commission shall be the County of Dodge, State of Wisconsin.

SECTION 3. PURPOSE: The Commission is an advisory Commission to the Human Services and Health Department Board. It is organized to act as both the Commission on Aging, required by Wis. Stat. § 46.82(4), and the Aging and Disability Resource Center (ADRC) Governing Board, required by Wis. Stat. § 46.283(6). The purpose of the Commission is to provide older adults and people with physical or developmental/intellectual disability the resources needed to live with dignity and security, and achieve maximum independence and quality of life. The goal of the ADRC is to empower individuals to make informed choices and to streamline access to the appropriate services and supports.

ARTICLE II MEMBERSHIP

SECTION 1. MEMBERSHIP: The Commission shall be comprised of nine (9) members fulfilling one of the following criteria: two (2) county board supervisors; two (2) members representing the developmentally disabled client group; one (1) member representing the physically disabled client group; one (1) non-client member; and, at least fifty percent (50%) of the citizen members shall be over the age of sixty (60). A member represents a client group if the member is an individual who belongs to the client group, or is a family member, guardian or other advocate of an individual who belongs to the client group. Members that are also county board supervisors may not represent a client group, and no member may represent more than one client group.

The composition of the Commission must generally reflect the cultural, ethnic, social and economic diversity of the geographic area and the older adult population in the county.

No member shall be an employee of Dodge County. No Commission member shall be an individual, or family member of an individual, who has a financial interest in, or serves on the governing board of, a care management organization or an organization that administers a program described under Wis. Stat. § 46.2805(1)(a) or (b) or a managed care program under Wis. Stat. § 49.45 for individuals who are eligible to receive supplemental security income under 42 USC 1381 to 1383c, which serves any geographic area also served by the ADRC and Aging Unit.

SECTION 2. APPOINTMENT: The members of the Commission shall be appointed by the Dodge County Administrator, subject to confirmation by the Dodge County Board of Supervisors. Once a member is off the commission, they can be reelected after one year.

SECTION 3. TERMS OF MEMBERSHIP: Commission members shall be appointed to serve for terms of three (3) years, to be staggered so that the terms of one-third of the members shall expire each year. No member may serve for more than two (2) consecutive three-year terms, not to exceed six consecutive years. A member may

be appointed mid-term to fulfill a vacancy. This can be in addition to their two (2) consecutive three-year terms. After serving two (2) consecutive terms, former commission members can be considered for reappointment after a one year absence.

Elections will be held in June in even numbered years.

The two Commission members who are also members of the Dodge County Board of Supervisors shall be appointed to serve a term of two (2) years, coinciding with the member's appointment to the Dodge County Board of Supervisors. County supervisors may serve no more than three (3) consecutive two-year terms on the Commission.

SECTION 4. CITIZEN MEMBER RECRUITMENT: When a vacancy occurs on the Commission, a list of all persons requesting consideration will be presented to the Dodge County Administrator for final selection and appointment, subject to confirmation by the Dodge County Board of Supervisors.

SECTION 5. REMOVAL: Any member of the Commission may be removed by the Dodge County Administrator for cause.

SECTION 6: EDUCATION & TRAINING: All members of the Commission shall receive education through various means including emails, online training, and in person training from the ADRC Director or the Wisconsin Department of Human Services to enable them to have a strong and effective voice in the Commission.

ARTICLE III ORGANIZATION

SECTION 1. REGULAR MEETINGS: Regular meetings of the Commission shall be held bi monthly or at least quarterly; the date and time of the meetings shall be determined by Commission members and the ADRC/Aging Services Supervisor. All meetings shall be conducted in compliance with Wisconsin's Open Meeting Law.

SECTION 2. SPECIAL MEETINGS: Special meetings of the Commission may be called by the Chairperson, by fifty-one (51%) percent of the membership, or by the ADRC/Aging Services Supervisor. Time of the meetings shall be determined by the person(s) calling the meeting. All members shall be informed by mail, email, phone or personal contact at least forty-eight (48) hours before the meeting. All meetings shall be conducted in compliance with Wisconsin's Open Meeting Law.

SECTION 3. QUORUM: Fifty-one (51%) percent of the existing Commission shall constitute a quorum for the transaction of business at any meeting.

SECTION 4. ATTENDANCE AT MEETINGS: Members shall attend all meetings of the Commission. If a member fails to attend two (2) consecutive meetings without a valid excuse, the ADRC Director will contact that member to find out their intent on this Commission. If the ADRC Director is unable to reach the member or they choose to resign, the Commission shall recommend to the Dodge County Administrator that this person be removed from the Governing Board for cause.

SECTION 5. PUBLIC COMMENT: Commission meetings are open to the public. There will be a specific time at each meeting designated "public comment" to allow any person to address the Commission. After this public comment, the business of the Commission will be conducted by the Chairperson and members only.

SECTION 6: COMPENSATION: Members of the Commission shall receive a per diem in the amount established by the Dodge County Board of Supervisors in Resolution No. 13-33, subject to future modification by the Dodge County Board of Supervisors, and mileage reimbursement.

SECTION 7. OFFICERS:

A) *Nomination and Election.* Per the Aging and ADRC Contract at the first meeting in August 2017, and in June on even numbered years, or the first meeting thereafter, the Commission shall hold elections to elect: a Chairperson; a Vice-

Chairperson; a Secretary; and as necessary, the Chairperson would appoint a delegate to the Area Agency on Aging Board of Directors and to the Area Agency Advisory Committee. New offices may be created and filled at any time by the Commission, provided the necessary changes are made in these Bylaws.

B) *Terms of Office.* Officers shall serve for a term of two (2) years. An officer may not serve in the same position for more than three (3) consecutive terms. Vacancies will be filled at the time they occur by a vote of the membership.

Delegates and alternates to the Area Agency on Aging Board of Board of Directors and Advisory Committee serve a term of three (3) years and may be re-elected to one (1) three-year term. If at any time during the three (3) year term the delegate can no longer serve, the position will be appointed as designated by the Chairperson. Vacancies in the position of alternate will be filled by a vote of the Commission at the time the vacancy occurs. At the annual election following a vacancy of a delegate or alternate, the Commission will elect a new delegate or alternate.

C) *Duties of Officers.*

1. Chairperson: The duties of the Chairperson shall be to:
 - a. preside at all meetings of the Commission;
 - b. work with the ADRC/Aging Services Supervisor in preparing an agenda for each regular meeting and in notifying members of the meeting date and time;
 - c. ensure that the Commission follows through on motions made at its meetings;
 - d. maintain communication between the Human Services and Health Department Board and the Commission;
 - e. assist members in carrying out responsibilities assigned to them;
 - f. resolve any conflicts that may arise and meet with the ADRC/Aging Services Supervisor as needed to resolve such conflicts;
 - g. ask Commission members to abstain from voting on an issue that could be a real or perceived conflict of interest.

2. Vice-Chairperson: The duties of the Vice-Chairperson shall be to perform the responsibilities of the Chairperson when the Chairperson is absent or incapacitated.

3. Secretary: The duties of the Secretary shall be to assign staff to take minutes, review and sign approved minutes, and to perform the responsibilities of the Vice-Chairperson when the Vice-Chairperson is absent or incapacitated.

4. Delegate to the Area Agency on Aging Board of Directors/Advisory Committee: The duties of the Delegate shall be to: a) attend regular and special meetings of the Area Agency on Aging Board of Directors and/or Advisory Committee; b) give regular reports to the Commission about the action taken at those meetings; and c) cast votes in the best interest of Dodge County seniors when voting in matters at those meetings.

5. Alternate Delegate to the Area Agency on Aging Board of Directors/Advisory Committee: The duties of the Alternate shall be to perform the duties of the Delegate in the Delegate's absence or when incapacitated.

ARTICLE IV

POWERS AND DUTIES OF THE COMMISSION

SECTION 1. POWERS AND DUTIES: The powers and duties of the Commission are:

A) Act in an advisory capacity to the Human Services and Health Department Board, making recommendations for Board action on new policies or changes in current policies that are believed to be in the best interest of the elderly (age 60 and over) and adults with physical or developmental disabilities in Dodge County.

Removed original item B: approving the hiring of the ADRC/Aging Services Supervisor.

B) Develop the mission statement for the ADRC; determine the structure, policies and procedures of the ADRC, consistent with state guidelines and with input from consumers, service providers and other local constituencies.

C) **Act in an advisory role** to review the budget, monitor expenditures for, and oversee the operations of, the ADRC, subject to any applicable local ordinances and budget.

D) Ensure that there are no conflicts of interest involving or affecting the ADRC.

E) Monitor and ensure the quality of services provided by the ADRC and participate in quality assurance activities.

F) Review ADRC client grievances and appeals to determine if there is a need to change the ADRC policies and procedures or otherwise improve performance.

G) Ensure that the terms of the ADRC contract with the Department are fulfilled and that fidelity to the mission of the ADRC is maintained.

H) Annually review **Memoranda** of Understanding between the ADRC and the Managed Care Organizations (MCO), and make recommendations, as appropriate, to assure that the entities are coordinated and timely in delivery of enrollment services to consumers.

I) Represent the interests of elders (Age 60 and over) and adults with physical or developmental/intellectual disabilities; Advocate for the rights of older adults within Dodge County at the local, state, and federal level.

J) Represents interests of youth transitioning into adult services.

K) Analyze community input and unmet needs data to develop and recommend system changes, both locally and statewide, to better address the needs of elders (age 60 and over) and adults with physical or developmental/intellectual disabilities for long term care and related services. This includes:

- i. Annually gather information from consumers, service providers and others concerning the adequacy of long term care services offered; provide well-advertised opportunities for public participation in the Commission's information gathering activities.
- ii. Identify gaps in services, living arrangements and community resources needed by individuals who are elders (age 60 and over) and adults with physical or developmental/intellectual disabilities.

- iii. Review the number and type of grievances and appeals concerning the long term care system in the area served by the resource center, to determine if a need exists for system changes, and make recommendations as appropriate.
- iv. Identify potential new sources of community resources and funding to serve elders (age 60 and over) and adults with physical or developmental/intellectual disabilities.
- v. Report on consumer needs analysis findings and recommend strategies for building local capacity to serve older persons and individuals with disabilities to local elected officials, the Human Services and Health Department Board and the Department.

L) Plan and develop administrative and program policies, in accordance with state law and within limits established by the Department, for programs in Dodge County that are funded by the federal or state government for administration by the Aging Unit.

M) Collect information about the needs and opinions of older adults in Dodge County and make policy recommendations to the Human Services and Health Department based upon that information.

N) Advise the Aging Unit with respect to the powers and duties of the Aging Unit.

O) Assist the Aging Unit in outreach efforts to identify frail, isolated elders in need of services.

P) Provide information and personal support to individual and/or groups of older people.

Q) Provide interested parties with information on the needs of older adults and the services provided by the Aging Services Unit.

R) Promote opportunities for older people to contribute to their own welfare and to the welfare of the community.

S) Advise the Human Services and Health Department Board on the development and implementation of the Dodge County Aging Plan.

T) Evaluate the progress of the Aging Unit in the implementation of the Dodge County Aging Plan and the attainment of the objectives and activities as they relate to the plan.

ARTICLE V

SECTION 1. CONFLICT OF INTEREST: No Commission member shall participate, deliberate, or vote on matters which would result in a real or perceived conflict of interest or financial remuneration to the member or the member's immediate family or employer.

ARTICLE VI

SECTION 1. PARLIAMENTARY PROCEDURES: Roberts Rules of Order shall be the parliamentary authority for all procedures not covered by these Bylaws.

ARTICLE VII

SECTION 1. AMENDMENTS OR REVISIONS TO THE BYLAWS: These Bylaws shall be reviewed annually and may be altered, amended, revised, or repealed and replaced, by a majority of the Commission members present at any regular meeting or at any special meeting(s). Any amendments or revisions shall be effective upon approval of the Commission.